



# BURLINGTON PUBLIC SCHOOL

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Burlington Public Schools  
401 Main Street  
Burlington, OK 73722

April 9, 2019

RE: Request for Waiver of Form 471 Out of Window Certification

Entity Number: 139956  
Entity Name: BURLINGTON INDEP SCH DIS I001  
FCC Form 471 #: 191022673  
Funding Request #: 1999076189  
Funding Commitment Request: \$8,399.58  
Certified Date: 3/28/2019 9:17 AM CDT

I am writing this letter in hopes of receiving a waiver for my Category 1 E-RATE funding. This is only my second year to do any E-RATE, and the first on my own. Our school had not filed for E-RATE in three years. Our former superintendent was not comfortable with filing online and learning the technology side required to file in the EPC Portal, so no E-RATE was requested at all. Unfortunately, last spring our superintendent passed away suddenly, which left our school in turmoil and caused us to have new administration in the middle of the spring semester. That was very difficult transition, and as he was also the only one that had filed our school's E-RATE, that left me the only one in the district that knew anything about E-RATE.

During this school year, I was ill often, and that caused me to miss many working days. We have also had a harsh winter up here in our part of Oklahoma, and when the weather is bad, school is closed. Due to living in rural Oklahoma, we tend to lose internet connection during severe weather, and this limited my access to the online application.

Last year was our Internet service provider's first year handling E-RATE, and that came with its own set of challenges. Our new contract had to be revised to include required information for the E-RATE funding year 2019 contributing to more filing delays and could not be signed until March 26, 2019. The EPC Portal site was running extremely slow, and at one point it kicked me off. I thought my form had been submitted on the deadline, but when I logged back in to print off a certified copy of my request the next day, I realized it was not filed. When I discovered that, I immediately filed it that morning. I am requesting a waiver of the filing deadline date so our 471 for funding year 2019 can be processed as if it were filed In Window. Thank you for your time and consideration.

Thank You,  
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*Mica Andrews*